

Syllabus

COM235: Spreadsheet Applications

Credit Hours: 4
Prerequisites: COM151

Course Description

Students taking this course will learn how to use Microsoft Access and Microsoft Excel to prepare databases and spreadsheet applications.

Instructor Contact Information

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| Instructor Name | Gerard Arthus |
| Instructor Email | Garthus801@gmail.com |
| Instructor Phone | Home 574-217-8726 Cell 631-335-5250 |

Course Length

The college evaluates each course in terms of quarter hours of credit. One unit of credit is usually equivalent to a minimum of ten academic instruction hours of lecture and examination, twenty hours of skill development, or thirty hours of externship, or a combination of the three. An academic instructional hour is fifty minutes.

This class will meet for the equivalent of a minimum of 55 instructional hours or as otherwise scheduled by the college and at least in conformance with this minimum and the Syllabus. As specified by the Method of Instruction section of this Outline, the instructor will ensure that the total class sessions presented consist of a minimum of 27.5 direct faculty instruction hours and a maximum of 27.5 appropriate classroom activity hours.

All course offerings require outside preparation time, which is approximately two hours per lecture instructional hour and/or one hour per skill development instructional hour, depending on the background, interest, abilities, and motivation of the individual student.

Course Objectives

By the end of this course, you should be able to:

1. Microsoft® Excel

- Insert and modify cell contents and formats
- Save workbooks
- Format worksheets
- Insert, modify and delete worksheet rows and columns
- Summarize data using formulas
- Reference data in formulas
- Display and print formulas
- Conditionally summarize data using formulas
- Apply conditional logic using a formula
- Print data, worksheets and workbooks using available print options
- Format data as a table
- Enforce data integrity
- Set and modify worksheet views
- Apply appropriate worksheet/workbook management skills
- Format and modify text using formulas
- Look up data using formulas
- Sort and filter data
- Insert data using Autofill

Syllabus

- Create, format and modify charts
- Apply conditional formatting
- Develop data outlines
- Protect and share workbooks
- Prepare workbooks for distribution
- Manage changes to data, worksheets and workbooks

2. Microsoft ® Access:

- Create and save a database
- Add tables to a database
- Enter, edit and delete records in a table
- Modify tables within a database
- Navigate records in a table
- Add, modify and remove primary keys
- Define, create and modify appropriate data types
- Create fields within a table and modify field properties
- Define and print relationships between tables
- Create and modify forms based on database entries
- Create and modify queries to a database
- Create, modify and print reports based on database entries
- Find and replace data in a table
- Split databases as appropriate
- Import data to a database- export data from a database
- Attach and detach documents to a record
- Sort and filter data
- Save database objects according to the appropriate file type
- Create and modify charts in a database
- Use database utilities to perform database maintenance
- Print database objects
- Apply appropriate database management skills

Gradebook

A student's performance in this course will be evaluated using a variety of factors listed below. Instructors must use a minimum of three (**homework, tests, and a final exam are required**), and it is recommended that instructors use all five areas in your evaluation.

The exact weight to be given to any particular area is determined by the instructor and will normally fall within the ranges listed below.

| Area | Percentage for this Course | Suggested Range |
|------------------------|----------------------------|-----------------|
| Final Exam | 25% | 20 – 25% |
| Tests | 30% | 20 – 40% |
| Homework | 15% | 10 – 15% |
| Project/Research Paper | 20% | 20 – 25% |

Syllabus

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|---------------------|-------------|----------|
| Class Participation | 10% | 10 – 15% |
| TOTAL | 100% | |

| Letter Grade | Points | Explanation |
|--------------|------------|---------------|
| A | 94-100 | Excellent |
| B | 84-93 | Above Average |
| C | 74-83 | Average |
| D | 64-73 | Below Average |
| F | 63 & Below | Failure |

Textbook & Instructional Material

Rutkosky, Nita & Rutkosky, Aubrey. Benchmark Series: Microsoft Excel 2010 Level 1. Minnesota. Paradigm, 2011.

Seguin, Denise. Benchmark Series: Microsoft Excel 2010 Level 2. Minnesota. Paradigm, 2011.

Rutkosky, Nita & Rutkosky, Aubrey. Benchmark Series: Microsoft Access 2010 Level 1. Minnesota. Paradigm, 2011.

Seguin, Denise. Benchmark Series: Microsoft Access 2010 Level 2. Minnesota. Paradigm, 2011.

Headphones or ear buds are required for listening segments.

Paradigm provides an Instructor's Resource DVD containing the Instructor's Manual, Exam View Computerized Test Bank, and PowerPoint presentation slides.

SNAP 2010 Training and Assessment will be available for online training and/or testing.

Online assistance for students and instructors is found at www.emcp.net/benchmarkaccess10

Course Outline

Term: 135

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| Class Date: Week 1 – 04 May 2013 Chapter 1 Excel Level 1: <i>Preparing an Excel Workbook</i> | Homework Due Date: By the End of the Next Week; late assignments will be given a grade of zero until the are resubmitted |
| In Class Activities | Homework |
| Review and do all of the 'Projects' questions in each of the chapters indicated on the web-assist site for this week. | Do the discussion forum as indicated on the web-assist site for this week. |
| Do the quiz for this week as indicated on the Web-assist site. | Do the first five 'Concepts Check' questions in the textbook chapters for this week as indicated on the Web-assist site.. |
| All work must be shown for each question answered. | Do the required readings and view the required videos for this week as indicated on the Web-assist site. |

Syllabus

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| Class Date: <u>Week 1 – 04 May 2013</u> Chapter 2 Excel Level 1: <i>Inserting Formulas in a Worksheet</i> | Homework Due Date: <u>By the End of the Next Week; late assignments will be given a grade of zero until the are resubmitted</u> |
| In Class Activities <u>Review and do all of the 'Projects' questions in each of the chapters indicated on the web-assist site for this week.</u> <u>Do the quiz for this week as indicated on the Web-assist site.</u> <u>All work must be shown for each question answered.</u> | Homework <u>Do the discussion forum as indicated on the web-assist site for this week.</u> <u>Do the first five 'Concepts Check' questions in the textbook chapters for this week as indicated on the Web-assist site..</u> <u>Do the required readings and view the required videos for this week as indicated on the Web-assist site.</u> |
| Class Date: <u>Week 1 – 04 May 2013</u> Chapter 3 Excel Level 1: <i>Formatting an Excel Worksheet</i> | Homework Due Date: <u>By the End of the Next Week; late assignments will be given a grade of zero until the are resubmitted</u> |
| In Class Activities <u>Review and do all of the 'Projects' questions in each of the chapters indicated on the web-assist site for this week.</u> <u>Do the quiz for this week as indicated on the Web-assist site.</u> <u>All work must be shown for each question answered.</u> | Homework <u>Do the discussion forum as indicated on the web-assist site for this week.</u> <u>Do the first five 'Concepts Check' questions in the textbook chapters for this week as indicated on the Web-assist site..</u> <u>Do the required readings and view the required videos for this week as indicated on the Web-assist site.</u> |

Syllabus

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| Class Date: <u>Week 2 – 11 May 2013</u> Chapter 4 Excel Level 1: <i>Enhancing a Worksheet</i> | Homework Due Date: <u>By the End of the Next Week; late assignments will be given a grade of zero until the are resubmitted</u> |
| In Class Activities | Homework |
| <u>Review and do all of the 'Projects' questions in each of the chapters indicated on the web-assist site for this week.</u> <u>Do the quiz for this week as indicated on the Web-assist site.</u> <u>All work must be shown for each question answered.</u> | <u>Do the discussion forum as indicated on the web-assist site for this week.</u> <u>Do the first five 'Concepts Check' questions in the textbook chapters for this week as indicated on the Web-assist site..</u> <u>Do the required readings and view the required videos for this week as indicated on the Web-assist site.</u> |
| Class Date: <u>Week 2 – 11 May 2013</u> Chapter 5 Excel Level 1: <i>Moving Data within and between Workbooks</i> | Homework Due Date: <u>By the End of the Next Week; late assignments will be given a grade of zero until the are resubmitted</u> |
| In Class Activities | Homework |
| <u>Review and do all of the 'Projects' questions in each of the chapters indicated on the web-assist site for this week.</u> <u>Do the quiz for this week as indicated on the Web-assist site.</u> <u>All work must be shown for each question answered.</u> <u>Review and do all of the 'Projects' questions in each of the chapters indicated on the web-assist site for this week.</u> <u>Do the quiz for this week as indicated on the Web-assist site.</u> <u>All work must be shown for each question answered.</u> | <u>Do the discussion forum as indicated on the web-assist site for this week.</u> <u>Do the first five 'Concepts Check' questions in the textbook chapters for this week as indicated on the Web-assist site..</u> <u>Do the required readings and view the required videos for this week as indicated on the Web-assist site.</u> |

Syllabus

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| Class Date: <u>Week 2 – 11 May 2013</u> Chapter 6 Excel Level 1: <i>Maintaining Workbooks</i> | Homework Due Date: <u>By the End of the Next Week; late assignments will be given a grade of zero until the are resubmitted</u> |
| In Class Activities | Homework |
| <u>Review and do all of the 'Projects' questions in each of the chapters indicated on the web-assist site for this week.</u> <u>Do the quiz for this week as indicated on the Web-assist site.</u> <u>All work must be shown for each question answered.</u> | <u>Do the discussion forum as indicated on the web-assist site for this week.</u> <u>Do the first five 'Concepts Check' questions in the textbook chapters for this week as indicated on the Web-assist site..</u> <u>Do the required readings and view the required videos for this week as indicated on the Web-assist site.</u> |
| Class Date: <u>Week 3 – 18 May 2013</u> Chapter 7 Excel Level 1: <i>Creating a Chart in Excel</i> | Homework Due Date: <u>By the End of the Next Week; late assignments will be given a grade of zero until the are resubmitted</u> |
| In Class Activities | Homework |
| <u>Review and do all of the 'Projects' questions in each of the chapters indicated on the web-assist site for this week.</u> <u>Do the quiz for this week as indicated on the Web-assist site.</u> <u>All work must be shown for each question answered.</u> | <u>Do the discussion forum as indicated on the web-assist site for this week.</u> <u>Do the first five 'Concepts Check' questions in the textbook chapters for this week as indicated on the Web-assist site..</u> <u>Do the required readings and view the required videos for this week as indicated on the Web-assist site.</u> |

Syllabus

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| Class Date: <u>Week 3 – 18 May 2013</u> Chapter 1 Excel Level 2: <i>Advanced Formatting Techniques</i> | Homework Due Date: <u>By the End of the Next Week; late assignments will be given a grade of zero until the are resubmitted</u> |
| In Class Activities | Homework |
| <u>Review and do all of the 'Projects' questions in each of the chapters indicated on the web-assist site for this week.</u> | <u>Do the discussion forum as indicated on the web-assist site for this week.</u> |
| <u>Do the quiz for this week as indicated on the Web-assist site.</u> | <u>Do the first five 'Concepts Check' questions in the textbook chapters for this week as indicated on the Web-assist site..</u> |
| <u>All work must be shown for each question answered.</u> | <u>Do the required readings and view the required videos for this week as indicated on the Web-assist site.</u> |
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| Class Date: <u>Week 3 – 18 May 2013</u> Chapter 3 Excel Level 2: <i>Working with Tables and Data Features</i> | Homework Due Date: <u>By the End of the Next Week; late assignments will be given a grade of zero until the are resubmitted</u> |
| In Class Activities | Homework |
| <u>Review and do all of the 'Projects' questions in each of the chapters indicated on the web-assist site for this week.</u> | <u>Do the discussion forum as indicated on the web-assist site for this week.</u> |
| <u>Do the quiz for this week as indicated on the Web-assist site.</u> | <u>Do the first five 'Concepts Check' questions in the textbook chapters for this week as indicated on the Web-assist site..</u> |
| <u>All work must be shown for each question answered.</u> | <u>Do the required readings and view the required videos for this week as indicated on the Web-assist site.</u> |
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| Class Date: <u>Week 4 – 25 May 2013</u> | Homework Due Date: <u>By the End of the Next</u> |

Syllabus

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| Chapter 6 Excel Level 2: <i>Protecting and Sharing Workbooks</i> | <u>Week; late assignments will be given a grade of zero until the are resubmitted</u> |
| In Class Activities <u>Review and do all of the 'Projects' questions in each of the chapters indicated on the web-assist site for this week.</u> <u>Do the quiz for this week as indicated on the Web-assist site.</u> <u>All work must be shown for each question answered.</u> | Homework <u>Do the discussion forum as indicated on the web-assist site for this week.</u> <u>Do the first five 'Concepts Check' questions in the textbook chapters for this week as indicated on the Web-assist site..</u> <u>Do the required readings and view the required videos for this week as indicated on the Web-assist site.</u> |
| Class Date: <u>Week 4 – 25 May 2013</u> Chapter 1 Access Level 1: <i>Creating Database Tables</i> | Homework Due Date: <u>By the End of the Next Week; late assignments will be given a grade of zero until the are resubmitted</u> |
| In Class Activities <u>Review and do all of the 'Projects' questions in each of the chapters indicated on the web-assist site for this week.</u> <u>Do the quiz for this week as indicated on the Web-assist site.</u> <u>All work must be shown for each question answered.</u> | Homework <u>Do the discussion forum as indicated on the web-assist site for this week.</u> <u>Do the first five 'Concepts Check' questions in the textbook chapters for this week as indicated on the Web-assist site..</u> <u>Do the required readings and view the required videos for this week as indicated on the Web-assist site.</u> |
| Class Date: <u>Week 5 – 01 June 2013</u> Chapter 2 Access Level 1: <i>Creating Relationships between Tables</i> | Homework Due Date: <u>By the End of the Next Week; late assignments will be given a grade of zero until the are resubmitted</u> |
| In Class Activities <u>Review and do all of the 'Projects' questions in each of</u> | Homework <u>Do the discussion forum as indicated on the web-</u> |

Syllabus

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| <p><u>the chapters indicated on the web-assist site for this week.</u></p> <p><u>Do the quiz for this week as indicated on the Web-assist site.</u></p> <p><u>All work must be shown for each question answered.</u></p> | <p><u>assist site for this week.</u></p> <p><u>Do the first five 'Concepts Check' questions in the textbook chapters for this week as indicated on the Web-assist site..</u></p> <p><u>Do the required readings and view the required videos for this week as indicated on the Web-assist site.</u></p> |
| <p>Class Date: <u>Week 5 – 01 June 2013</u> Chapter 3 Access Level 1: <i>Performing Queries</i></p> | <p>Homework Due Date: <u>By the End of the Next Week; late assignments will be given a grade of zero until the are resubmitted</u></p> |
| <p>In Class Activities</p> <p><u>Review and do all of the 'Projects' questions in each of the chapters indicated on the web-assist site for this week.</u></p> <p><u>Do the quiz for this week as indicated on the Web-assist site.</u></p> <p><u>All work must be shown for each question answered.</u></p> | <p>Homework</p> <p><u>Do the discussion forum as indicated on the web-assist site for this week.</u></p> <p><u>Do the first five 'Concepts Check' questions in the textbook chapters for this week as indicated on the Web-assist site..</u></p> <p><u>Do the required readings and view the required videos for this week as indicated on the Web-assist site.</u></p> |
| <p>Class Date: <u>Week 6– 08 June 2013</u> Chapter 4 Access Level 1: <i>Creating and Modifying Tables in Design View</i></p> | <p>Homework Due Date: <u>By the End of the Next Week; late assignments will be given a grade of zero until the are resubmitted</u></p> |
| <p>In Class Activities</p> <p><u>Review and do all of the 'Projects' questions in each of the chapters indicated on the web-assist site for this week.</u></p> <p><u>Do the quiz for this week as indicated on the Web-assist site.</u></p> | <p>Homework</p> <p><u>Do the discussion forum as indicated on the web-assist site for this week.</u></p> <p><u>Do the first five 'Concepts Check' questions in the textbook chapters for this week as indicated on the Web-assist site..</u></p> |

Syllabus

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| <p><u>All work must be shown for each question answered.</u></p> | <p><u>Do the required readings and view the required videos for this week as indicated on the Web-assist site.</u></p> |
| <p>Class Date: Week 6 – 08 June 2013 Chapter 5 Access Level 1: <i>Creating Forms</i></p> | <p>Homework Due Date: By the End of the Next Week; late assignments will be given a grade of zero until the are resubmitted</p> |
| <p>In Class Activities</p> <p><u>Review and do all of the 'Projects' questions in each of the chapters indicated on the web-assist site for this week.</u></p> <p><u>Do the quiz for this week as indicated on the Web-assist site.</u></p> <p><u>All work must be shown for each question answered.</u></p> | <p>Homework</p> <p><u>Do the discussion forum as indicated on the web-assist site for this week.</u></p> <p><u>Do the first five 'Concepts Check' questions in the textbook chapters for this week as indicated on the Web-assist site..</u></p> <p><u>Do the required readings and view the required videos for this week as indicated on the Web-assist site.</u></p> |
| <p>Class Date: Week 7 – 15 June 2013 Chapter 6 Access Level 1: <i>Creating Reports and Mailing Labels</i></p> | <p>Homework Due Date: By the End of the Next Week; late assignments will be given a grade of zero until the are resubmitted</p> |
| <p>In Class Activities</p> <p><u>Review and do all of the 'Projects' questions in each of the chapters indicated on the web-assist site for this week.</u></p> <p><u>Do the quiz for this week as indicated on the Web-assist site.</u></p> <p><u>All work must be shown for each question answered.</u></p> | <p>Homework</p> <p><u>Do the discussion forum as indicated on the web-assist site for this week.</u></p> <p><u>Do the first five 'Concepts Check' questions in the textbook chapters for this week as indicated on the Web-assist site..</u></p> <p><u>Do the required readings and view the required videos for this week as indicated on the Web-assist site.</u></p> |

Syllabus

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| Class Date: Week 7 – 15 June 2013 Chapter 7 Access Level 1: <i>Modifying, Filtering, and Viewing Data</i> | Homework Due Date: By the End of the Next Week; late assignments will be given a grade of zero until the are resubmitted |
| In Class Activities <u>Review and do all of the 'Projects' questions in each of the chapters indicated on the web-assist site for this week.</u> <u>Do the quiz for this week as indicated on the Web-assist site.</u> <u>All work must be shown for each question answered.</u> | Homework <u>Do the discussion forum as indicated on the web-assist site for this week.</u> <u>Do the first five 'Concepts Check' questions in the textbook chapters for this week as indicated on the Web-assist site..</u> <u>Do the required readings and view the required videos for this week as indicated on the Web-assist site.</u> |
| Class Date: Week 8 – 22 June 2013 Chapter 8 Access Level 1: <i>Importing and Exporting Data</i> | Homework Due Date: By the End of the Next Week; late assignments will be given a grade of zero until the are resubmitted |
| In Class Activities <u>Review and do all of the 'Projects' questions in each of the chapters indicated on the web-assist site for this week.</u> <u>Do the quiz for this week as indicated on the Web-assist site.</u> <u>All work must be shown for each question answered.</u> | Homework <u>Do the discussion forum as indicated on the web-assist site for this week.</u> <u>Do the first five 'Concepts Check' questions in the textbook chapters for this week as indicated on the Web-assist site..</u> <u>Do the required readings and view the required videos for this week as indicated on the Web-assist site.</u> |

Syllabus

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| Class Date: Week 8 – 22 June 2013 Chapter 1 Access Level 2: <i>Designing the Structure of Tables</i> | Homework Due Date: By the End of the Next Week; late assignments will be given a grade of zero until the are resubmitted |
| In Class Activities <u>Review and do all of the 'Projects' questions in each of the chapters indicated on the web-assist site for this week.</u> <u>Do the quiz for this week as indicated on the Web-assist site.</u> <u>All work must be shown for each question answered.</u> | Homework <u>Do the discussion forum as indicated on the web-assist site for this week.</u> <u>Do the first five 'Concepts Check' questions in the textbook chapters for this week as indicated on the Web-assist site..</u> <u>Do the required readings and view the required videos for this week as indicated on the Web-assist site.</u> |
| Class Date: Week 9 – 29 June 2013 Chapter 2 Access Level 2: <i>Designing and Building Relationships and Lookup Fields</i> | Homework Due Date: By the End of the Next Week; late assignments will be given a grade of zero until the are resubmitted |
| In Class Activities <u>Review and do all of the 'Projects' questions in each of the chapters indicated on the web-assist site for this week.</u> <u>Do the quiz for this week as indicated on the Web-assist site.</u> <u>All work must be shown for each question answered.</u> | Homework <u>Do the discussion forum as indicated on the web-assist site for this week.</u> <u>Do the first five 'Concepts Check' questions in the textbook chapters for this week as indicated on the Web-assist site..</u> <u>Do the required readings and view the required videos for this week as indicated on the Web-assist site.</u> |

Syllabus

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| Class Date: <u>Week 9 – 29 June 2013</u> Chapter 5 Access Level 2: <i>Creating and Using Custom Reports</i> | Homework Due Date: <u>By the End of the Next Week; late assignments will be given a grade of zero until the are resubmitted</u> |
| In Class Activities <u>Review and do all of the 'Projects' questions in each of the chapters indicated on the web-assist site for this week.</u> <u>Do the quiz for this week as indicated on the Web-assist site.</u> <u>All work must be shown for each question answered.</u> | Homework <u>Do the discussion forum as indicated on the web-assist site for this week.</u> <u>Do the first five 'Concepts Check' questions in the textbook chapters for this week as indicated on the Web-assist site..</u> <u>Do the required readings and view the required videos for this week as indicated on the Web-assist site.</u> |

This course has an in-class final exam. Final exam date: 06 July 2013

Additional Final Exam Information: Go to <http://www.openeducation.org/moodle> to use the web-assisted site for this course. Quizzes and discussion forums will be completed on-line at this site; and all other assignments will be uploaded there. If you have any questions please contact the instructor.

Method of Instruction

Instructional techniques must be appropriate, and at a collegiate level, to the specific goals and objectives cited above. Students and instructors must have a clear understanding of the goals and time requirements of this course, the nature of the course context, and method of evaluation.

This course has two distinct but related instructional phases. The first component constitutes a minimum of 27.5 direct faculty instruction hours. This component is the lecture series and provides instruction in theory, principles or practices of the course. The second component constitutes a maximum of 27.5 appropriate classroom activity hours. This component is the skill development phase of the course and provides students the opportunity to apply knowledge gained in the lecture series. Method of instruction must fulfill the intended learner outcomes and competencies stated in the course goals and objectives and are appropriate to the capabilities of the students. For career oriented courses, the instructor must demonstrate that an effective relationship exists between curricular content and current practices in the field.

Additional Class Comments